

**First Set of Qs and As on Transition
Reading the New Earnings Statements**
Revised as of July 11, 2003

1. Why are we changing to the DFAS Leave and Earnings Statements (LES)?

Consistent with the e-Government Initiative to consolidate to one of the four government-wide payroll service providers, DOE is transitioning payroll services to DFAS to reduce costs, reduce the risks associated with DOE's small payroll staff, and implement new technology. DFAS has one standard LES that is used for all DFAS customers.

2. Will employees be able to access their LES as they do now through Employee Self Service (ESS)?

Yes, DOE is planning to have a link from ESS to a DFAS web site called MyPay. DOE employees will login to ESS as they currently do and when they click on "Earnings Statement" a new browser window will be opened showing their LES in MyPay.

3. Will they be able to save them and/or print them out?

Yes, there are buttons at the top of the screen for "Save" and "Print".

4. What TSP information will show on my LES?

The DFAS LES includes amount employee contributes to TSP for pay period and year-to-date, and TSP deduction percent or amount per pay period. The DFAS LES does not include Employer's contributions, Vesting Time Period Requirement, or TSP-SCD. This data can be found on the TSP Participant Statement TSP 8-A or by logging onto www.tsp.gov.

5. Is there a need for me to keep my last Leave and Earnings Statement from Department of Energy?

Yes, you should keep your last statement as a record of your closing balances in the DOE payroll system in case there are any problems encountered during the transition to DFAS.

6. Will I receive notice of the expiration of my compensatory time or time off award on the Leave and Earnings Statement from Defense Finance and Accounting Service?

No, employees will track their own compensatory time and time off award balances. In addition, a report that will include these balances will be provided to

the certifying officials each pay period. Expiring Compensatory Time will be reflected on the Leave and Earnings Statement as aged comp time paid in the pay period in which it is paid. For Time off Awards, the Pay Period it is forfeited, the Leave and Earnings Statement will have a remark shown 'TOA FORFEITED'.

7. Does the DFAS LES contain information that isn't currently available on DOE's LES?

Yes, the following is the new information:

- annual locality pay and the locality pay percentage;
- date the leave year ends;
- names of financial institutions for net pay and allotments;
- military deposit;
- taxable, non-taxable, and deferred-taxable wages are broken out separately;
- year-to-date net pay;
- current and year-to-date earnings used to calculate TSP contributions;
- donated leave and returned donated leave.

Refer to web site <http://www.dfas.mil/money/civpay/les.pdf> for information that describes the areas on the LES.

8. Does DFAS omit information currently available on the DOE's LES, and if so, where can this information be found?

Yes, the following is the information that will be omitted and where it can be obtained:

- name of the employing agency (Department of Energy will not appear on the statement) – Available on SF-50
- pay period number and beginning date of the pay period – Available at the CHRIS website at <http://chris.inel.gov> (Important Dates, Calendar of DOE Pay Periods and Pay Dates)
- savings bond balances – balance will be zero in the pay period a bond is purchased, employee can multiply number of pay periods since last purchase by deduction amount to determine balance
- agency contributions for retirement, FEGLI, health benefits, FICA/Medicare, and TSP – Available through CHRIS (ESS, Personnel Benefits Statement)
- year-to-date amounts for FICA wages, Medicare wages, and federal and state taxable wages – on DFAS LES as Gross Pay and Taxable Wages
- date of birth – Available on SF-50
- scheduled work hours- Available on SF-50
- description of retirement system coverage – Available on SF-50

- name of health benefits carrier - Available at the OPM website <http://www.opm.gov/insure/01/> (Federal Employees Health Benefit Program)
- number of multiples of additional FEGLI coverage for additional or family options - look up code at <http://www.opm.gov/insure/life/handbook/sf50tbl.asp>
- all TSP enrollment data except the amount contributed by the employee, and the TSP deduction percent or amount per pay period. - DFAS LES does not include Employer's contributions, Vesting, TSP-SCD, Enrollment Status, or Status Date. This data is available on the TSP Participant Statement TSP 8-A or by logging onto www.tsp.gov.